



REQUEST FOR QUOTATION (RFQ) – 5222a

REQUEST FOR QUOTATION FOR OFFICE WINDOW FROSTING

Name of Bidder	
Contact Person	
E-Mail Address	
Cell Number	
Landline Number	
Street Address	
Postal Address	

Signature of Bidder

..... **Date**

SECTION A – BID SUBMISSION CONDITIONS AND INSTRUCTIONS

Bid number : RFQ5522a
Date of publication : 08 February 2023
Closing date : 10 February 2023 @15:00pm

DOCUMENTS IN THIS BID DOCUMENT PACK

Section A: Bid Submission Conditions and Instructions

Section B: Terms of Reference

BID SUBMISSION CONDITIONS AND INSTRUCTIONS

1. CLARIFICATIONS/QUERIES

- All technical and all bid enquiries and RFQ correspondence should be forwarded to:
Ms. Nondumiso Buthelezi
Enquiries.procurement@sanedi.org.za

2. RFQ SUBMISSION

Submissions / Bid Documents may be returned to the SANEDI by means of Electronic Submissions via E-Mail. The Submission E-Mail address designated is Quotes.procurement@sanedi.org.za.

The Bidder shall ensure that the Bid Documents Returnable Schedules together with all Statutory Returns are duly completed, signed and scanned and uploaded to the designated E-mail address in a lock PDF format file. Documents transmitted in an editable format will be regarded as non-returns and may render the submission unresponsive. The size limits for SANEDI Email is **20 MB**. Bidders may submit more than one E-mail.

Manual submissions will not be accepted.

3. LATE BID SUBMISSIONS

NO Late submissions, or submissions not submitted in the designated e-mail will not be considered, and it is incumbent on the Bidder to ensure that their submission together with all supporting documentation is in the designated e-mail address before the closing Time and date specified.

4. PRICING AND PAYMENTS

4.1. PRICING

Bidder must submit a complete and correctly filled out documents containing cost, time and project specific contents, refer to 'guide on how to quote' under section B.

4.2. PAYMENTS

Payment will be based on the achievement of pre-determined milestones, submitted reports on the implementation of the required services. SANEDI will not make an upfront payment to successful Technical Experts. Payment will only be made within 30 days in accordance to the milestones and in accordance to successful implementation of the services that will be agreed upon by both parties and receipt of an original invoice.

5. TAX CLEARANCE CERTIFICATE

- The potential Technical Experts must ensure compliance with their tax obligations.
- The potential Technical Experts are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- The potential Technical Experts/ may also submit a printed TCS together with the proposal.
- In proposals where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of TCS / pin / CSD number.
- Where no TCS is available but the potential Technical Expert is registered on the central supplier database (CSD), a CSD number must be provided.

6. EVALUATION METHODOLOGY

- Technical Expert should also take note that Quotation will be evaluated based on the BBB-EE and Price.
- The Technical Expert is required to give a quote regarding the work to be undertaken for this project. A summary of the overall proposed charges for the services should be provided. The cost must be VAT inclusive and should be quoted in South African rand (ZAR).
- Detailed costing should be aligned with the project scope and deliverables.
- A breakdown of the charges to be applied to each of the task described including any reimbursable and miscellaneous expenses should be incorporated into cost.

6.1. PREFERENTIAL POINT SYSTEM

The Bid will be evaluated on 80/20 Preferential Point System according to the Preferential Procurement Policy Framework Act,2000

The points scored out of 80 should be calculated according to the following formula:

- (i) The 80/20 preference point system

$$Ps = 80 \left(1 - \frac{Hs - Rs}{Rs} \right)$$

Where:

PS = Points Scored for functionality and price of the bid/proposal under consideration

HS = Highest Scored percentage by any acceptable bidder for functionality and price

Rs = Percentage Scored for functionality and price by bid/proposal under consideration

Maximum score

The maximum score for this bid shall be awarded as follows:

POINTS	PRICE
BBBEE Status level of Contribution	20
Points for price	80
Total points do not exceed	100

7. B-BBEE BID DECLARATION

BEE Terms and Conditions

If it is detected that false information regarding the B-BBEE status level of contribution, local production content, or any other matter which will affect or has affected the evaluation of the tender, or where the tender has failed to declare any subcontracting arrangements, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:			
1.	B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED (Points claimed for BBBEE must be substantiated by means of a certified B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).	Points Claimed 	
2.	SUB-CONTRACTING	YES	NO
	Will any portion of the contract be sub-contracted?		
	If yes, indicate: what percentage of the contract will be subcontracted?	%	
	the name of the sub-contractor?		
	the B-BBEE status level of the sub-contractor?		
	is the sub-contractor an EME?		

8. GENERAL CONDITIONS OF CONTRACT

The RFQ shall be subjected to the SANEDI procurement Terms and Conditions which can be found on www.sanedi.org.za

SECTION B: TERMS OF REFERENCE

Items	Quantity
Office of the CEO	X1
Office of CFO	X1
General Managers offices	X 10
ITC Office	X 1

END